Date:	March 3, 2015		
Contact Person:	Melanie Foster/ Berea Little		
Contact Phone Number:	501-683-0069/ 501-682-0860		
Suggested Vendor:	Office Depot		Contract #:
Street/P.O. Box:			
City, State, Zip Code:			
Vendor Number:			
Vendor Phone Number:		Fax #:	

Line #		Qty	Unit of Measure	Unit of Measure Price	Total
1	Lakewood Oil-Filled Electric Radiator Heater	1	each	\$144.84	\$144.84

	Shipping & Handling		
	Sub Total		\$144.84
	Sales Tax	7.500%	\$10.86
	Grand Total		\$155.70
Commitment Item:			
Line Item Number	WBS Element	Cost Center]
udget Liaison Signature:		Date:	J
Authorized Signature:		Date:	

Notice: One Page Request Form